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(U) Prepublication Review Guidelines

(U) What is Prepublication Review?

(U) Prepublication review is the process to determine that information proposed for public release contains no protected information, is consistent with established NSA, DOD, and IC policies, and conforms to NSA messaging standards as determined by Strategic Communications/P2.

(U) Protected information is classified, in the process of a classification determination, or unclassified, but protected by statute.

(U) REMINDER: Official NSA Information appearing in the public domain shall not be automatically considered UNCLASSIFIED or approved for public release. Information remains classified and must be protected until the U.S. government official with Original Classification Authority (OCA) declassifies the information.”

(U) Why Perform Prepublication Review?

(U) All NSA affiliates sign a non-disclosure agreement which binds them to these lifetime obligations:

- Safeguarding protected information
- Prepublication Review
- Reporting unauthorized disclosures of protected information

(U) An NSA Affiliate is any person employed by, detailed to or assigned to NSA/CSS, including members of the U.S. Armed Forces; an expert or consultant to NSA; an industrial or commercial contractor, licensee, certificate holder, or grantee of NSA to include all subcontractors; a personal services contractor; or any other category of person who acts for or on behalf of NSA as determined by the DIRNSA. (Source: NSA/CSS Policy 5-15)

(U) All NSA affiliates are subject to NSA/CSS Policy 1-30 which sets forth the policy, procedures, and responsibilities governing the prepublication review of official NSA information intended for public release. This policy helps to manage the risk of inadvertent disclosure of protected information.

(U) REMINDER: During the prepublication review process, the discovery of classified data that was prepared on an unclassified computer at home or work may result in confiscation of the computer or its hard drive by Security & Counter Intelligence (A5).

(U) What Should Be Reviewed?

(U) NOTE: The Prepublication Review of personal resumes is handled through a separate process. Before submitting a resume for review please visit the Resume Review web site for instructions. **Please DO NOT submit resumes via email**

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(U) Official NSA Information comprises any DoD or IC information that is in the custody and control of NSA and was obtained for or generated on NSA's behalf during the course of employment or other service, whether contractual or not, with NSA.

(U) Examples include the following:

- Anything to be posted on NSA.gov (e.g. job announcements)
- Articles (Newspapers, Magazines, Professional Journals, On-line)
- Books (non-fiction and fiction - such as spy novels.)
- Book Reviews
- Conference Briefings
- Coins
- Cooperative Education (Co-op) Reports
- Internet postings
- Letters of Recommendation
- Logos
- Official Photos (per [NSA/CSS Policy 1-28 – Marking and Handling of Ceremony Photographs](#))
- Press Releases (e.g. those released by NSA or NSA contractors, but also wedding announcements and obituaries)
- Research Papers
- Speeches
- Videos

(U) Public release of source code does not require a prepublication review. Responsible authorities – Software Developer and Program Manager (PM) – must ensure:

- the release is within boundaries of the project;
- a local CAO determination of the information is UNCLASSIFIED; and
- all required approvals (e.g. SME, Management, Contracting Officer, Technology Transfer Panel...) were affirmed and provided to the PM.

(U) EXEMPTION: Material that does not contain any information about, or gained through, one's affiliation with NSA or the Intelligence Community in general (e.g., books about gardening, cooking, sports, crafts, etc.) are not subject to prepublication review.

(U) Failure to submit material for Prepublication Review may result in administrative or legal action

(U) The P131 Prepublication Review Process

(U) Before Submitting, Please Note:

- (U) Prepublication Review and Resume Review are two distinct processes.

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VISIT the [Resume Review](#) web site for instructions.

- (U) Both the Information Assurance Directorate (IAD) and the Research Directorate (RD) administer their own internal prepublication review processes.
 - (U) For IAD prepublication review submissions, please visit [The IAD Prepublication Review Process](#) Web site
 - (U) For RD prepublication submissions, please contact RDprep or RDprep@rd.org.nsa.ic.gov

(U) The Prepublication Review Process Involves:

I. (U) Pre-Processing Coordination by the Requester

- (U) For most materials submitted to P131 for review, please allow at least **25 calendar days** to complete the prepublication review process. The actual amount of the time will vary depending on the publication's length and subject, and, if applicable, the amount of time required to coordinate the review. Logo requests involve PAO (agency messaging) and OGC (trademark/copyright) reviews, so processing times will vary, and may take longer than the 25 calendar day window.
- (U) For additional information on the prepublication request process, refer to the NSA/CSS Policy 1-30, "Review of NSA/CSS Information for Public Dissemination" [Frequently Asked Questions](#)
- (U) For logo requests submitted to P131, please refer to the [Strategic Communications](#) webpage for submission process details.
- (U) P131 requires submission of the following information in order to perform a pre-publication review:
 - (U) A digitally-signed e-mail with management and, if applicable, program manager approval, if acting in an official capacity;
 - (U) A digitally-signed e-mail with [Local CAO](#) determination that the information is UNCLASSIFIED. The pre-pub team cannot accept classified or //FOR OFFICIAL USE ONLY information for public release consideration;
 - (U) A digitally-signed e-mail with Contracting Officer's concurrence if the information relates to an NSA contract or contractor;
 - (U) A digitally-signed technical review and assessment of the information if the document is technical in nature;
 - (U) Signed release(s), if applicable, from all NSA affiliates named in the information;
 - (U) Proof that the requester has license or permission to use any copyrighted material contained in the information;
 - (U) Provide virus checks for material being submitted on magnetic media;
 - (U) The intended venue and audience for the public release;

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- o (U) Suspense date, if applicable; and
- o (U) Ensure there are no portion markings or classification banners (e.g., Unclassified//For Official Use Only) on the submission.

II. (U) Initial classification review by the Classification Advisory Officer (CAO)

- (U) Confirm that the request qualifies as a prepublication review.
- (U) Confirm that the requester has submitted all necessary approvals with the request.
- (U) Perform initial classification review of the information to confirm that it contains no protected or classified information.

III. (U) Submitting Material to P131

- (U) Either the submitter or CAO must forward the request to P131 with all accompanying documentation for final classification and policy reviews and, if applicable, internal and/or external agency coordination.

NOTE: (U) If the CAO submits the material on behalf of the customer, then the CAO will receive P131's response and/or queries regarding the submission. The CAO will be responsible to forward and/or coordinate all P131 responses or queries with the customer.

NOTE: (U) Per Office of General Counsel guidance, P131 requires that all determinations and approvals in the prepublication review process must be provided in a digitally signed email. Please note that when a digitally signed email is simply included in an email trail from someone other than the originator of the digitally signed e-mail, the original digital signature is stripped out and therefore the determination or approval is no longer considered valid according to the OGC.

(U) To ensure that the original digital signature remains intact throughout the process there are two options:

1. (U) The originator may send the digitally signed email with the determination or approval directly to DL pre_pub; or
2. (U) The requester may send the original digitally signed email to DL pre_pub by either dragging and dropping the original email into a new email, or by using the MS OUTLOOK "Attach Item" function in a new e-mail

- (U) Send information submitted via electronic mail to **dl pre_pub (ALIAS) DC3**.
- (U) Send information submitted via internal mail to **Prepublication Review/P131, Suite 6248**.
- (U) Send information submitted via U.S. Postal Service to:

NSA Prepublication Review
9800 Savage Road

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**P131 Suite 6937
Fort George G. Meade, MD 20755-6937**

IV. (U) Final Classification and Policy Reviews or Administrative Closure by P131

- (U) Upon receipt of the submitted material, P131 will create a case, send a receipt, and commence the prepublication review process;
- (U) Perform the final classification and policy reviews;
- (U) Provide a response to the requester; and
- (U) Maintain records of the request and all accompanying documentation and/or correspondence

(U) P131 will issue an *Administrative Closure* when there is no activity or response to a request for information from the requester after 30 days.

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